

**WOODBURN PLANNING COMMISSION WORKSHOP SESSION MINUTES**  
**November 19, 2009**

**CONVENED** The Planning Commission met in a special workshop session at 7:00 p.m. in City Hall Council Chambers Room for the purpose of reviewing the Downtown Development Plan Update (LA 2009-01).

**Commissioner Jennings** led the salute to the flag.

**ROLL CALL**

<b>Chairperson</b>	<b>Bandelow</b>	<b>P</b>
<b>Commissioner</b>	<b>GrosJacques</b>	<b>NP (Not Able to Attend)</b>
<b>Commissioner</b>	<b>Grigorieff</b>	<b>P</b>
<b>Commissioner</b>	<b>Hutchison</b>	<b>P</b>
<b>Commissioner</b>	<b>Jennings</b>	<b>P</b>
<b>Commissioner</b>	<b>Kenagy</b>	<b>P</b>

<b>Staff Present:</b>	<b>Jim Hendryx-</b>	<b>Economic &amp; Development Services Director</b>
	<b>Jon Stuart-</b>	<b>Assistant City Attorney</b>
	<b>Nadia Seledkov-</b>	<b>Administrative Assistant</b>

**Woodburn Downtown Development Plan Update (DDPU):**

Economic & Development Services Director Hendryx recapped the Planning Commission's timelines for the DDPU progression; there were workshop meetings on October 22 and November 5, 2009. There was a tentative schedule for the Planning Commission Hearing to be on December 10, 2009, dependant on how the workshop went today, and then going forward to City Council on January 11, 2010. If there was agreement by the commission at the conclusion of this workshop that the DDPU was deliberated thoroughly and resolved sufficiently, then the process could go forward to a hearing. Staff invited comment from the commission.

There was general consensus from the Commission that they would work toward coming to agreement, if possible, in the proposed timeframe.

Hendryx began the Executive summary of the DDPU which includes the following:

1. Revised text that clarifies intent of DDPU (pg 1).
2. Recognizes historic Settlemier Neighborhood.
3. Summarizes changes in Comprehensive Plan, WDO, TSP (pg 1).
4. Establishes role for Urban Renewal-Strategic Business Plan (pg 1).
5. Clarifies relationship between 1998 DDP & 2009 DDPU (pg 1).
6. Clarifies intent of Development Studies as possible future development scenarios (pgs 1 & 2).
7. Revised map reflects historic Settlemier Neighborhood (pg 5).

Hendryx continued with his report on changes to the Introduction of the DDPU:

1. Sub-area boundary corrected for Old Town and historic Settlemier Neighborhood (pg 6).
2. Text recognizes historic Settlemier Neighborhood (pg 6).
3. Clarifies intent of Development Studies (pg 8).
4. Young Street description –*further refinement needed* (pg 9).
5. Clarifies role of Housing & Business Development (pg 9).

There was general discussion and agreement by the Commissioners that the entire sentence making reference to on street parking on Young Street should be deleted from the text.

Hendryx continued with his report on changes to the Development Concepts of the DDPU:

1. It was reformatted to create a separate chapter.
2. Recognizes intent of Development Studies-how properties could develop under proposed zoning (pg 13).
3. Public art- *further formatting needed* (pgs 16 & 27).

There was general discussion and agreement by the Commissioners that the last paragraph on murals should be deleted; as a concept idea, murals are acceptable, but sufficiently complex for later development.

Hendryx continued with his report on changes to the Transportation System Plan of the DDPU:

1. Reformatted to create a separate chapter.
2. References to specific one-way streets deleted, concept remains for future decision (pg 32 & figure 7).
3. Illustrations revised to reflect changes (figure 7).
4. Young Street Corridor term eliminated from text and TSP amendments.
5. *Need to remove reference to removing railroad crossings* (pg 32).
6. Transportation Improvement Priorities revised reflecting changes (pg 41), (*need to improve references to figures- figure 12 doesn't exist, and should be deleted*).

There was general discussion and agreement by the Commissioners that one-way streets should remain as a concept plan template, without references to where these streets should be, even as an example. Removal of the railroad crossing closing reference was considered to be very important.

Hendry continued with his report on changes to the Strategic Business Development Plan of the DDPU:

1. It was reformatted to create separate chapter.
2. Clarifies role of Urban Renewal/Chamber of Commerce (pg 45)
3. Clarifies intent of Business/Merchandise Opportunities (page 46)

Hendryx continued with his report on changes to the Housing Strategy portion of the DDPU:  
Housing remains important to a successful downtown (pg 59).

Hendryx continued with his report on changes to the Implementation Plan of the DDPU:

1. Clarification of roles and responsibilities (pg 63).
2. Establishment of priority actions (pgs 63 & 64).
3. There will reformatting to create a separate chapter for the implementation plan.
4. Establishment of priority actions- *further editing needed to eliminate the conflicting text* (pg 66):  
*One-way streets, and Young Street.*
5. Identifies steps for implementation (pgs 67-69).

Hendryx continued with changes to the Zoning and Comprehensive Plan Updates (Appendix A) of the DDPU:

In the Commercial General (CG) Zone:

1. Purpose statements changed (pg 5).
2. Designation of Downtown Gateway sub-district (pg 5).
3. Provides for housing (multi-family and attached) at 12-32 units per acre (pg 5).
4. Special Trade Contractors allowed-within enclosed building (pg 6).
5. Existing uses no longer non-conforming uses, under proposed language (pg 6).
6. Allow corporate offices in the overlay district (pg 8).
7. Establishes height limits (40-70 ft), allowing CUP to exceed (pgs 3 & 11).
8. Prohibiting uses (pgs 7,8,10 & 11): Agricultural practices, Limousine services, School

transportation, Charter bus services, Special needs transportation, Motor vehicle parks, Check cashing, Pawn shops, Specific entertainment activities.

There was general discussion and agreement by the Commissioners of the proposed changes in the CG overlay zone, requesting that clarity of text language would prohibit pawnshops, sporting halls, and adult entertainment business in this area specifically.

In the Downtown Development and Conservation (DDC) Zone:

1. Purpose statements changed (pg 15).
2. Provides for housing (multi-family and attached) at 12-15 units per acre (pg 15).
3. Allows corporate offices (pg 18).
4. Establishes height limits (40-50ft), allowing CUP to exceed. *Map revision needed for Front St.(pg 21).*
5. Establishes design standards to maintain and enhance historic character (pg 21).
6. Establishes additional Architectural Design standards (pgs 22-27).
7. *Editing needed to eliminate conflicting figures in Development Standards and Guidelines for building height in the DDC (pg 23).*
8. Outdoor Display of Merchandise-*standard needs to be deleted* (pg 26).
9. *Outside food vendors needs further editing* (pg 26).
10. Mural standards eliminated from Woodburn Development Ordinance (WDO) (pg 26).

There was general discussion and agreement by the Commissioners of the proposed changes, with some concern for design standards having an impact on home occupations which exist within the DDC.

Hendryx continued with the changes to Comprehensive Plan Text Updates (pgs 38 & 39).

Hendryx continued with changes to the Transportation System Plan (TSP) amendments (Appendix B) of the DDPU:

1. Designated one way streets were eliminated (pg 1).
2. Young Street cross-sections were eliminated (pg 1).

Hendryx continued with changes to the Financial Resources section (Appendix C) of the DDPU:

1. Identifying alternative funding sources. (pgs 1-6).

Jennings stated that he was pleased with the care that staff took in implementing changes and requests given by property owners, and other affected parties, to protect the vision of a positive community in a cooperative plan.

There was general discussion and agreement by the Commissioners that the DDPU was sufficiently deliberated to continue with a hearing on December 10<sup>th</sup>. There was concern that there would be repetitive testimony, and whether there should be a guideline for time limitation to each speaker. It was agreed that testimony should be limited to 5 minutes per speaker.

Commissioner Jennings made a motion to close the work session, Commissioner Kenagy seconded, and the work session concluded at approximately 10 PM.

APPROVED \_\_\_\_\_  
Ellen Bandelow, CHAIRPERSON

\_\_\_\_\_  
DATE

ATTEST \_\_\_\_\_  
Jim Hendryx,  
Economic & Development Services Director  
City of Woodburn, Oregon

\_\_\_\_\_  
Date